

TRANSPORTATION PERFORMANCE AUDIT BOARD

Thursday, March 18, 2004
10:00 AM – 12:00 PM
Conf Rms A/B/C - J. A. Cherberg Bldg
Olympia, Washington

- Minutes -

The meeting was called to order by Chairman Doug Hurley at approximately 10:05 AM. Members present were: Ericksen (by phone), Haugen, Hegstrom, Horn, Hurley, Noguchi, Ostrowski, Perteet, Pyles, and Sykes. Members absent were: Romero.

1. Report of the Chair

- a. Minutes - The minutes of the meeting of 1/23/04 were approved.
- b. Introductions - Shelly McGuire, Legislative Assistant, was introduced to the board.
- c. Treasurer's Report - Diane Schwickerath, LTC Staff, presented the Treasurer's Report. The report was approved.

2. Performance measure review of WSDOT Highways and Ferries Programs

- a. Presentation of scope document - Nate Naismith, LTC Staff, gave an overview presentation of the Proposed TPAB Performance & Outcome Measure Review and provided members with the draft Scope of Work document that was drafted by Chairman Hurley, members Noguchi and Ostrowski, and LTC/JLARC staff.
- b. Discussion and finalization of content – Board members discussed the draft Scope of Work and the following changes were adopted:

Throughout the document

- Remove references to "scoping study."

Page 1 - Proposed Work

- The language refers to focusing on sections 1-5 of RCW 44.75.070
 - Add section 7
 - Add the first half of section 6 "A review of how performance data are reported to" the legislature
- At the bottom of the page, add the following bullet:

"Are WSDOT's current reporting requirements contributing to the efficiency of the Department and are they cost effective? Is the "Gray Notebook" (see Resources) a meaningful, cost effective tool? Are WSDOT's reports being utilized by their targeted user groups?"

Page 2

- Top, bullet 1 - remove "the" after "using"
- Top, bullet 4 - change to reference benchmark reviews (see item 3 below)
- Item 2 - define/spell out "JLARC"
- Item 2 - some previous audits of DOT were carried out completely by outside contractors, not JLARC staff. Interview them, not JLARC, for information.
- Item 2, bullet 5 - add to the end "and whether or not these goals support the mission statement."

- Item 3 - rewrite to clarify that it relates to looking at performance benchmarks from other states, not practices related to conducting performance audits.

Page 3 - Item 4

- Add an item related to WSDOT's IT capacity to process performance data.

Page 4 - Budget and Schedule

- Amend the budget to reflect a maximum not to exceed \$75,000 - \$125,000.
- Amend the length of the study to be four months.

3. Washington State Patrol Presentation

- a. Overview of WSP organization and performance measures - Chief Lowell Porter, WSP, and Diane Perry, Management Services Bureau Director, WSP, presented an overview of what WSP is doing in defining core missions of their six bureaus and the divisions and sections within the WSP. This included roadside assistance, traffic stops (outputs/outcomes), felony and misdemeanor arrests, Fire Protection Bureau (care facilities inspections), crime laboratories (DNA technology), Technical Services Bureau (fingerprint cards, disposition reports and criminal history information) and Investigative Services Bureau (Social Security fraud and Commercial Vehicle Division's pilot project -- "Step Up and Ride").

Senator Haugen suggested that the lack of technology/infrastructure in some jurisdictions to access the AFIS (Automated Fingerprint Information System) is the type of issue that needs to be included in an audit and recommended to the Legislature. She also expressed concerns that it is unclear what percentage of the WSP budget should be supported by Transportation Budget vs. the General Fund. The Board requested that Nate Naismith, LTC Staff Coordinator, work with staff from the House Transportation Committee and Senate Highways and Transportation Committee to develop a presentation for the TPAB on this subject.

Chief Porter invited members to attend WSP's accountability meetings which are held each Friday at the GA Building in Olympia. These are critical reviews of each bureau and the information that comes out of these meetings is very detailed with respect to performance measures. He also indicated that he will provide performance measures on CD to members.

Chair Hurley indicated that he would like to spend more time looking at joint operating arrangements for clearing blocking/disabled vehicles from the highways, and the resulting economic impacts. Chief Porter mentioned a joint program between WSP and DOT referred to as JOPS (Joint Operations Policy Statement). The focus is on what the two agencies can do in combination, in sharing resources and deployment strategies and tactics in incident clearing.

4. Decisions, Next Steps and Upcoming Meetings

- a. Decisions – The Board adopted a motion to empower LTC staff to finalize the Scope of Work with the changes noted above, and circulate it to the members for a final review.

- b. Next Steps - In the interest of time, the Board requested (1) that the LTC Executive Board be requested to review and approve the draft Scope of Work and budget, (2) the LTC staff develop the RFP, and (3) the RFP be published as quickly as possible.

Ann Hegstrom suggested that the Board set goals and milestones for interim activities. Chair Hurley suggested that he, Ann, and Nate spend some time working on this.

Chair Hurley selected members Perteet and Pyles to review WSDOT's "Report on Reports" (official title - "Report on WSDOT's Reporting Requirements and Responsibilities to External Government Entities") prior to the next meeting.

Chair Hurley asked that Nate meet with staff to talk about TEIS and how it relates to the study of the Highways and Ferries programs.

- c. Upcoming Meetings - The next meeting is scheduled for April 2 in Olympia. The meeting will include a presentation by the Department of Licensing, and an update from Paula Hammond, WSDOT Chief of Staff, on WSDOT's "Report on Reports".

The May 7 meeting will be in Everett.

The meeting was adjourned at approximately 12:10 PM.